BOWIE STATE UNIVERSITY

REQUEST FOR: BUDGET TRANSFER ** NEW BUDGET ** BUDGET REVISION**

CHECK ACTION REQUESTED: ☐ NEW BUDGET ☐ BUDGET TRANSFER ☐ BUDGET REVISION

DECREASE							INCREASE								BUD OFF ONLY
$Amount	Fund	Dept ID	CL	Project FUND 43	Account	Budget Period	$Amount	Fund	Dept ID	CL	Project FUND 43	Account	Budget Period	PIN #	JOURNAL #
$ -	TOTAL DECREASE						$ -	TOTAL INCREASE							

JUSTIFICATION/EXPLANATION:

SIGNATURES:

Preparer/Department Head/Dean/Chair	Date
President/Area Vice President	Date
Grants Accounting (Fund 43 Only)	Date
Grants Compliance (Fund 43 Only)	
University Budget Office	Date

CLASS (CL) = Class Code (EXAMPLE: 01)
ACCOUNT = Account Code (EXAMPLE: 2145) - USE ONLY FOR REVENUE ACTIONS
FUND = DEPT SOURCE (EXAMPLE 40 = STATE FUNDED/AUXILIARY OR 43 = RESTRICTED/GRANT FUNDED)

BUDGET PERIOD = CURRENT FISCAL YEAR